

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, [REDACTED]

DATE: 26 February 1954

FROM : Chief, Records Management Branch

SUBJECT: Discontinuation of Administrative Files as Presently Provided in Agency Correspondence Manual and Regulation [REDACTED]

25X1

25X1A9A 1. The Logistics Office is now in process of revising its regulations to incorporate changes needed as a result of the transfer of the mail control function to that office. Telephone conversation with Mr. [REDACTED] Management Improvement Staff, and  
25X1A9A Colonel [REDACTED] Logistics Office, indicates that the proposed revision of their regulations will omit the present reference to the administrative files. Consequently, there should not be any need for the revision in the regulations as we had proposed some time ago.

2. If we do not receive a copy of the proposed regulations being prepared by the Logistics Office for concurrence within the next ten days, please contact Mr. [REDACTED] Logistics Office, as to this situation.

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3. I am returning the attached material that you collected on the administrative files.



25X1A9A

Attachment

25X1A9A 18 Mar. Follow up with [REDACTED] indicates it will be approx 2 more weeks before the revised regulation is released to the Reg. Control Staff. Logistics will call me when it is ready. 28.

14 April  
[REDACTED] 5 April 54 - Logistics office  
16. Function m. "Maintain the headquarters mail and courier service."